



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

12TH MARCH 2024

1. SGB ELECTIONS & PARENTS' DAY SATURDAY, 16 MARCH 2024

Please see attached Notice of our School Governing Body elections taking place on **SATURDAY, 16 MARCH 2024 AT 08:00 AT FOREST TOWN SCHOOL.**

We will also have a Parents' Day on the same date immediately after the elections have taken place. You will be able to discuss your child's progress with the teachers and therapists.

We request that all parents take part in the elections, as the SGB plays a very important role in the school. Please make a special effort to attend as we must have a quorum, before we can proceed with the election.

All voters and nominees
to bring their I.D. document / Card on Election Day.

Registration for the elections starts at 08:00. Please be seated in the hall by 09:00 as the quorum must be determined at 09:00.

PARENTS MEETING WITH TEACHERS AND THERAPISTS

This will take place after elections took place. After you visited your child's class teacher and/ therapist you can return to the hall to get the results of the voting.

SKILLS AND EXPERTISE REQUIRED FROM SGB MEMBERS

- ♦ A person who is available at all times, attending all meetings and is willing to get involved wherever the need arises.
- ♦ The following skills/expertise will assist the school to function as a center of excellence:
 - 1)Legal expertise.
 - 2)Financial expertise.
 - 3)Marketing and fundraising knowledge.
 - 4)Human resource skills.
 - 5)Knowledge of educational laws/policies.
 - 6)Business skills.
 - 7)Building and maintenance skills/knowledge.

NOMINATIONS

- ♦ Only parents/guardians may vote for the parent representative.
- ♦ A nomination form, duly completed by the proposer, seconder and candidate, must be submitted to the Electoral Officer not more than 7 days and not less than 24 hours prior to the commencement of the nomination and election meeting.
- ♦ Please see nomination form attached.
- ♦ Please make sure that there are three different signatures on the nomination form.
- ♦ Nomination forms can be handed in at the school from 6 March 2024 until 14 March 2024 and to be placed in the nomination box.
- ♦ A member can also be proposed during the nomination section of the election meeting, provided that another person from the category concerned seconds the proposal and a nomination is duly completed by the proposer, the seconder and the candidate, and is submitted to the Electoral Officer. The Electoral Officer will determine the time and duration of the nomination process in the nomination and election meeting.

INTRODUCING CANDIDATES

The Electoral Officer must ask every candidate to speak for about 3 minutes and to cover his/her name, the names and grades of his/her children in the school; three things which he/she will do for the school; occupation, and any skills and experience that may help the SGB to perform better.

PARENTS OR GUARDIANS OF LEARNERS AT THE SCHOOL

A parent means the biological parent or adoptive parent, or legal guardian of a learner, or the person legally entitled to custody of a learner; or the person who undertakes to fulfil the obligations of a parent or guardian towards the learner's education at school.

DUTIES AND RESPONSIBILITIES

It is important to know up front what the duties and responsibilities of members of the Governing Body are and what is expected of members.

All members are expected to be available to serve on one or more sub-committees. Members are invited to training sessions, workshops, cluster meetings and general meetings and are expected to represent the school. The Governing Body meets at least once per term, the finance committee once a month, the staffing committee meets about three times a year and the others meet as the need arises.

It is especially important that the chairperson of the Governing Body and chairperson of the Finance Committee be easily and readily available for signatures and discussions, both telephonically and in person.

2. LUCKY DRAW – SATURDAY, 16 MARCH 2024

If a quorum is reached for the elections on Saturday, 16 March 2024, we will have a lucky draw of four hampers.

3. PARKING ON SATURDAY, 16 MARCH 2024

Parking in New Forest Road (in front of the school) is reserved for staff who will be on duty. Parents to please park in Rannoch, Cowie and Birnam Roads where we will have security on duty.

4. **SGB HANDOVER MEETING – MONDAY, 15 APRIL 2024**

Please take note that the first SGB meeting, which is a handover meeting, will take place on **MONDAY, 15 APRIL 2024 at 17:30 at Forest on Cowie**. At this meeting, previous Governing Body members will inform the newly elected ones of the systems in place in order to ensure continuity of purpose and procedures. At this meeting, the office bearers of the new SGB, i.e. chairperson, vice-chairperson, treasurer, secretary, co-opted members as well as sub-committee members will be elected.

5.



In 2023 we successfully introduced the Pad Princess Project to our learners. Should you want to order for your daughter, please contact them directly at 072 675 1536 or info@kindness.org.za

6. **ALL LEARNERS TURNING 18 IN 2024**

Parents please note that in the year that your child turns 18, he/she needs to leave the school at the end of the year. It is the parents' responsibility to find alternative placement for their child.

7. **GRADE 7 LEARNERS IN 2024**

Learners completing Grade 7 this year, have to leave the school at the end of 2024. It is the Districts' responsibility to find alternative placement for your child. You will have to work through the District and submit all relevant documents to them. The school will assist with the documentation, should you need assistance.

8. **LEARNERS IN WEP**

At the age of 18 they will have to exit the school at the end of that year. The learner will be included in an EXIT programme during the year. It is the parents' responsibility to find alternative placement for their child.

9. **CODE OF CONDUCT FOR LEARNERS**

Our Code of Conduct for Learners can be read on the schools' website. Please make sure to familiarize yourself with the content of this code of conduct.

10. **FOREST TOWN SCHOOL BECOMING A CASHLESS ENVIRONMENT**

Forest Town School will not accept cash payments anymore. Please do not send cash with a learner or driver anymore.

Please use one of the following methods:

- **FNB ATM deposit – make sure to send proof of payment to the school immediately.**
- **EFT – make sure to send proof of payment to the school immediately.**
- **Speed point facility is available at the school for card payments.**
- **Pay Fast is also available on the schools' website.**

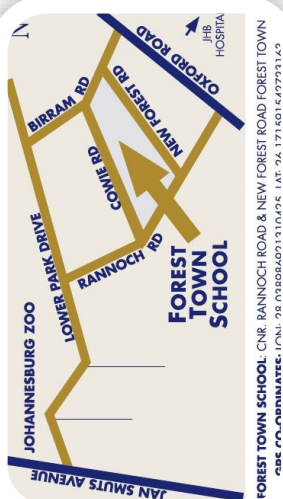
11. **HATS**

Parents please make sure that your child has a hat to wear at school when they are outside on the playground. Sun hats are available from school at R35,00 each.



T: 011 646 0131

E: info@fts.org.za



Our high speed Internet Providers

coolideas

www.cisp.co.za

vuma

www.vumatel.co.za

12. SCHOOL TIES

Schools ties available from the school at R40,00 each.

13. EXEMPTION FROM PAYING SCHOOL FEES IN 2024

It is the parents' responsibility to approach the school for financial assistance if school fees cannot be paid. Forms are available at the school and the parents must collect it themselves. **Parents have to apply for exemption from paying school fees every year.**

14. SCHOOL FEES

Please see that all School Fee payments are kept up to date, to avoid being handed over. If the school fee account is in arrears, a Letter of Demand will be issued. Please contact the Finance Office (Lorraine) at accounts@fts.org.za should you have any queries with regard to your School Fee Statement.

15. PAYMENTS FOR SCHOOL AND TRANSPORT FEES & PROOF OF PAYMENTS

When Parents are making payments towards School Fees or Transport Fees, kindly use the name and surname of the learner and state School Fees/Transport Fees as reference. It becomes very difficult if we have no clear reference. Once the Fees are identified, it makes it easier to generate the correct invoice.

Banking details for Forest Town School:

Bank:	First National Bank
Branch Number:	253305
Account Name:	Forest Town School
Account Number:	50371715200
Reference:	Name and Surname of child and state if school or Transport fees.

When making EFT payment, please send proof of payment IMMEDIATELY to: accounts@fts.org.za

16. DEBT COLLECTING ENQUIRIES

Kindly direct any debt enquiries to Lerato at leratom@fts.org.za

17. IMPORTANT DATES FOR TERM 1 - 2024

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| ⇒ SGB Elections & Parents' Day | Saturday, 16 March 2024 |
| ⇒ School closing | Wednesday, 20 March 2024 @ 12:00 |
| ⇒ SGB HANDOVER MEETING | Monday, 15 April 2024 |

MRS. RONALDA LUCAS
PRINCIPAL

This newsletter is available from our website www.foresttownschool.co.za